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| --- | --- |
| {%p if existing\_case == 'open' and interim\_motion == 'ask' %}  Ask for an Interim Child Support order while your case is going on  {%p else %}  Ask for a Child Support order in Alaska  {%p endif %} | |
|  | Your Personal Action Plan in 18 Steps |

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| --- | --- |
| {%tr if paternity %} | child\_support\_paternity\_step |
| Step 1: Find out who counts as your child's legal parents | Paternity Paternity refers to a child’s **legal** father. Only a child’s legal father has the rights and responsibilities of a father. Usually a child’s biological father is also their legal father.  If you and the other parent disagree, you may have to prove the identity of your child’s biological father to establish him as the legal father.  Proving the biological father of a child is called “establishing paternity.”  Proving someone is not the biological father is called “disestablishing paternity.”  When a married man and woman have a child:  The husband is the child’s legal father, even if he is not the biological father.  If the husband is not the biological father, you need to disestablish his paternity and establish the biological father’s paternity. Benefits of establishing paternity Your child gets many benefits from knowing who their biological father is:  child support,  an inheritance - It can be very hard to prove your child’s biological father if the father is dead.,  being included on their father’s health insurance,  knowing their father’s medical history,  benefits from programs like Social Security and Veterans’ Benefits, and  a relationship with their father. Ways to establish paternity Sign the Health Analytics & Vital Records Affidavit of Paternity, VS-06-5376 form.   * + An unmarried man and woman can sign the Health Analytics & Vital Records Affidavit of Paternity, VS-06-5376 form. This form says the man and woman agree that they are biological parents of a child.   + You can also use this form for a husband, wife, and another man to agree that the other man is the biological father – not the husband.   + You can only get the form from [Health Analytics & Vital Records](https://health.alaska.gov/dph/VitalStats/Pages/default.aspx) or your local court. After you complete the form, give it to Health Analytics & Vital Records. Do not file it at court.   Start a case with Child Support Enforcement Division (CSED)   * + If you apply for CSED services, you can ask CSED for help to establish paternity.   + CSED can order [DNA testing](https://courts.alaska.gov/shc/family/glossary.htm#dna) to discover if the person you think is your child’s bio father actually is. If he is the father, CSED can establish paternity.   + If CSED establishes paternity, they will order child support. Either parent can open a court case and ask the court for a Parenting Plan so both parents can spend time with their child. Use [Ask the Court for a Child Custody or Parenting Plan Order](http://docassemble.akcourts.gov/start/AskingForChildCustody)**.**   Start a court case to establish or disestablish paternity   * + If a husband and wife are **married** when a child is born, and the husband is not the biological father, they can start a divorce case and ask the judge to disestablish paternity as part of the divorce case. Use [Starting A Case to End Your Marriage or Legally Separate](https://docassemble.akcourts.gov/start/DivorceAndSeparation)**.**   + If a **married** husband and wife want to stay married, but the husband is not the biological father of a child, the wife, husband, or another man can start a case to disestablish the husband’s paternity and establish another man’s paternity.   + If you are **not married** to the other biological parent when the child is born, you can start a paternity case and ask the judge to find that your child’s biological father is their legal father. If the judge establishes paternity, they can order child support. You can ask the court to open a custody case at the same time and get a Parenting Plan so both parents can spend time with their child. Use the Court Guide Action Plan, [Ask the Court for a Child Custody or Parenting Plan Order](http://docassemble.akcourts.gov/start/AskingForChildCustody)**.**   + See the court’s [paternity forms](https://courts.alaska.gov/shc/family/shcforms.htm#paternity).   Start a court case to disestablish the legal father’s paternity and establish another man as biological father   * + This is a complicated situation. Try to talk to a lawyer. [Find a Lawyer](https://courts.alaska.gov/shc/shclawyer.htm).   + If you are **not married** and you want to disestablish one man’s paternity and establish another man’s paternity, you can open a paternity case with 3 people in the case:     1. mother,     2. the man already established as biological father who may not be the biological father, and     3. the man you think is the biological father.   + After the judge establishes paternity, you can open a custody case with just yourself and the biological father to ask for Child Support and a Parenting Plan so both parents can spend time with their child.  Get more information about paternity See [Paternity](https://courts.alaska.gov/shc/family/shcpaternity.htm). Links in this step [Health Analytics & Vital Records](https://health.alaska.gov/dph/VitalStats/Pages/default.aspx) health.alaska.gov/dph/VitalStats  [DNA testing](https://courts.alaska.gov/shc/family/glossary.htm#dna) courts.alaska.gov/shc/family/glossary.htm#dna  [Ask The Court for a Child Custody or Parenting Plan Order](https://docassemble.akcourts.gov/start/AskingForChildCustody) docassemble.akcourts.gov/start/AskingForChildCustody  [Start a Case to End Your Marriage or Legally Separate](https://docassemble.akcourts.gov/start/DivorceAndSeparation)docassemble.akcourts.gov/start/DivorceAndSeparation  The court’s [paternity forms](https://courts.alaska.gov/shc/family/shcforms.htm#paternity)courts.alaska.gov/shc/family/shcforms.htm#paternity  [Find a Lawyer](https://courts.alaska.gov/shc/shclawyer.htm) courts.alaska.gov/shc/shclawyer.htm  [Paternity](https://courts.alaska.gov/shc/family/shcpaternity.htm) courts.alaska.gov/shc/family/shcpaternity.htm |
| {%tr endif %} |  |
| {%tr if ask\_court\_or\_cssd in('cssd', 'both') %} | cssd\_step |
| Step 2: Learn about the Alaska Child Support Enforcement Division (CSED) | The Child Support Enforcement Division (CSED) is the state agency that can make child support orders, help collect child support and send child support payments to parents. If a parent or guardian does not have a court order for child support, CSED can make a child support order.  If you or your children get certain types of public assistance, or your children are in state custody, CSED will open a case, make a child support order, and try to collect the child support for the parent the children do not live with.  CSED can help collect child support under both a CSED child support order and a court child support order. If you have a court child support order and you want CSED to hep collect, apply for CSED services.  Once a year, either parent can ask CSED to look at each parent’s income and calculate if the child support amount should change.   * + If CSED ordered the child support, and the amount should change, CSED will change it.   + If the court ordered the child support, CSED will tell you if the amount should change. To change child support, you need to file a motion with the court to modify child support. Use [Changing Your Child Support Order](https://docassemble.akcourts.gov/start/ChangingChildSupport)**.**   If you do not agree about the biological father, CSED can order DNA tests to prove paternity.  If you ask CSED for a child support order, they calculate child support based on the schedule you already have. They do not make a parenting plan order about:   * + a schedule for when and how long your children will stay at each parent’s house,   + a holiday schedule,   + how you will make decisions about your children, and   + financial questions like spending your children’s PFD or claiming child tax credits  Apply for CSED Services Submit an online application by logging into myAlaska.   * + Go to [CSED’s home page](https://childsupport.alaska.gov), and   + click “Online Application for Services” in the bottom right corner.   For help, watch CSED’s Tutorial - [How to Apply for Services Online](https://childsupport.alaska.gov/Static/ApplyForServicesTutorial). Changes If your parenting schedule changes, or your income or the other parent’s income changes, it is important to tell CSED **right away** (or tell the court right away if you have a child support order from the court).  CSED and the court cannot go back and change child support that was due in the past. They can only change child support starting when you file something asking to change it, and notify the other parent that you are asking for a change.  Until you tell CSED or the court, the old child support amount applies and the parent who owes child support still owes the old amount, even if income or the schedule has changed.  If your order is from CSED, they can change your order if:  The cost of your child’s health insurance premium changes, or  Your income or the other parent’s income changes so that a new Child Support payment calculation would be at least 15% more or 15% less than the payment you have now.  Your children’s schedule changes and a new calculation would be at least 15% more or 15% less than the payment you have now.  If your order is from the court, CSED cannot change the child support calculation. But, CSED can change the credit for paying your child’s health insurance premium if:  CSED is collecting the child support, and  the amount of your child’s health insurance premium changes.  To ask for a change, you can use the Court Guide Action Plan [Changing Your Child Support Order](https://docassemble.akcourts.gov/start/ChangingEnforcingChildSupport). Get more help [Contact CSED](https://childsupport.alaska.gov)  Customer Service Call Center Monday – Thursday, 10:00 am - 3:00 pm:   * + ✆ Phone: (907) 269-6900,   + Toll Free (In-state): 800-478-3300.   ⌨ Fax: (907) 787-3220  Email: dor.cssd.customerservice.anchorage@alaska.gov  Read [Information about CSED, DR-316](https://public.courts.alaska.gov/web/forms/docs/dr-316.pdf).  [CSED FAQ Page](https://childsupport.alaska.gov/child-support-services/information/faqs).  The differences between a Child Support order from CSED and a Child Support order from the Court are not easy to understand. Call the [Family Law Self Help Center Helpline](http://courts.alaska.gov/shc/family/shcabout.htm#1b) if you need help to decide between asking CSED and going to court.  [CSED Brochures](https://childsupport.alaska.gov/child-support-services/information/brochures) Links in this step [Changing Your Child Support Order](https://docassemble.akcourts.gov/start/ChangingEnforcingChildSupport)Docassemble.akcourts.gov/start/ChangingChildSupport  [CSED’s home page](https://childsupport.alaska.gov)ChildSupport.alaska.gov  CSED’s Tutorial - [How to Apply for Services Online](https://childsupport.alaska.gov/Static/ApplyForServicesTutorial) ChildSupport.alaska.gov/Static/ApplyForServicesTutorial  [Information about CSED, DR-316](https://public.courts.alaska.gov/web/forms/docs/dr-316.pdf) public.courts.alaska.gov/web/forms/docs/dr-316.pdf  [CSED FAQ Page](https://childsupport.alaska.gov/child-support-services/information/faqs) ChildSupport.alaska.gov/child-support-services/information/faqs  [Family Law Self Help Center Helpline](http://courts.alaska.gov/shc/family/shcabout.htm#1b) courts.alaska.gov/shc/family/shcabout.htm#1b  [CSED Brochures](https://childsupport.alaska.gov/child-support-services/information/brochures) ChildSupport.alaska.gov/child-support-services/information/brochures |
| {%tr endif %} |  |
| {%tr if (existing\_case == 'none' and ask\_court\_or\_cssd in ('court', 'both' )) or (existing\_case == 'unknown' and after\_courtview == 'none' and ask\_court\_or\_cssd in ('court', 'both')) %} | court\_step |
| Step : Start a court case | Use the Court Guide Action Plan to answer questions and get detailed steps about how to start your case:  {% if parents\_married %} [Start a case to end your marriage or legally separate](https://docassemble.akcourts.gov/start/DivorceAndSeparation) docassemble.akcourts.gov/start/DivorceAndSeparation{% else %} [Ask the court for a child custody or Parenting Plan order](https://docassemble.akcourts.gov/start/AskingForChildCustody) docassemble.akcourts.gov/start/AskingForChildCustody/ {% endif %}  {%p if general\_information\_about\_forms %}  Use the other steps in this action plan to help you fill out the child support forms you need to start your case.  {%p endif %}  {%p if interim\_motion == 'ask' %}  File your **Motion for Interim Child Support** with the complaint form you use to start your case.  {%p endif %} |
| {%tr endif %} | childsupport\_step |
| Step : Learn about child support | Formula The Alaska Court System and the Child Support Enforcement Division (CSED) use the same formula to calculate child support. The formula is in [Alaska Civil Rule 90.3](https://courts.alaska.gov/rules/docs/civ.pdf).  The formula uses:  the number of nights your children spend with each parent in a year, and  each parent’s income. Count overnights  * If the children spend fewer than 110 overnights with 1 of you, the formula only looks at the income of the parent who has fewer overnights. * If the children spend more than 110 overnights with each of you, the formula looks at both of your incomes. * If you live far away from your child’s other parent, it can be hard for the children to go back and forth. Sometimes this means the children do not spend 110 overnights with one of the parents.  Child Support applies in every case  * Parents cannot agree they do not want to exchange child support. All children are entitled to child support under Alaska law. * If your children spend the same number of nights with each of you, and you make about the same amount of money, the amount of child support may be very low. * If your children spend the same number of nights with each of you, but one of you makes more money than the other, usually the parent who makes more must pay child support to the other parent. * If your children do not spend at least 110 nights with one of you, the parent who gets fewer nights must pay the other parent at least $50/week. This is the minimum amount of child support, even if the formula calculates a lower amount. Child support is usually more than $50.  Health Insurance  * You must provide health insurance for your children if it is available at a reasonable cost. * Parents usually share the cost of the monthly insurance premium. * Parents usually share the cost of their children’s medical expenses that insurance does not cover, up to $5,000. After $5,000, the parent who earns more may need to pay more than half.  Links in this step [Alaska Civil Rule 90.3](https://courts.alaska.gov/rules/docs/civ.pdf) courts.alaska.gov/rules/docs/civ.pdf |
| {%tr if (existing\_case == 'open' or (existing\_case == 'unknown' and after\_courtview == 'open')) and user\_role\_in\_case == 'defendant' %} | respond\_step |
| Step 5: Respond to your {{ case\_type }} case | Use the Court Guide Action Plan to answer questions and get detailed steps about how to respond in your {{ case\_type }} case.  {%p if case\_type in ('divorce', 'legal separation') %}  [Respond in your case to end your marriage](https://Docassemble.AKCourts.gov/start/RespondToDivorce) Docassemble.AKCourts.gov/start/RespondToDivorce  {%p else %}  [Respond in your custody case](https://Docassemble.AKCourts.gov/start/RespondToCustody) Docassemble.AKCourts.gov/start/RespondToCustody  {%p endif %} |
| {%tr endif %} |  |
| {%tr if interim\_motion == 'ask' %} | interim\_step |
| Step 6: Ask for interim child support | * + - 1. Use [**Motion and Affidavit for Interim Orders – (Minor Children**](https://courts.alaska.gov/shc/family/docs/shc-1100n.pdf)**)**,**SHC-1100** [Word](https://courts.alaska.gov/shc/family/docs/shc-1100.doc) | [PDF](https://courts.alaska.gov/shc/family/docs/shc-1100n.pdf) to ask the judge for an interim child support order during your case.          * {%p if existing\_case == 'open' or existing\_case == 'unknown' and after\_courtview == 'open' %}          * At the top of the form, write the same names and case number that are on the other documents in your case.          * {%p endif %}          * Check the box in question 2 to ask for interim child support.          * On the last page, at the bottom of form, fill out the CERTIFICATE OF SERVICE.  Check the boxes that tell the court how you plan to serve the other parent.   {% for image\_data in images\_list %}  {{ image\_data['image'].show(width='5in%') }}  {% endfor %}   * + - 1. Fill out the **Child Support Guidelines Affidavit, DR-305**, [[Fill-in PDF](https://public.courts.alaska.gov/web/forms/docs/dr-305.pdf)]**.** Attach it to your motion.       2. {%p if number\_of\_children == "one" %}       3. Figure out your child support schedule, fill out the **Shared Custody Support Calculation, DR-306** [[Fill-in PDF](https://public.courts.alaska.gov/web/forms/docs/dr-306.pdf)]and attach it to your motion.       4. {%p else %}       5. Figure out your child support schedule and fill out the form that matches your situation and attach it to your motion.       6. {%p endif %}       7. Fill out **Order on Child Support,** [**DR 300**](https://public.courts.alaska.gov/web/forms/docs/dr-300.pdf) [[Fill-in PDF](https://public.courts.alaska.gov/web/forms/docs/dr-300.pdf)]. Attach it to your motion.       8. Use Step 7 to help you fill out the [**Child Support Guidelines Affidavit**](https://public.courts.alaska.gov/web/forms/docs/dr-305.pdf). Attach it to your motion.       9. Read more about [motions](https://courts.alaska.gov/shc/family/motions.htm#order).  Links in this step [**Motion and Affidavit for Interim Orders – (Minor Children**](https://courts.alaska.gov/shc/family/docs/shc-1100n.pdf)**) SHC-1100**  as a [Word file](https://courts.alaska.gov/shc/family/docs/shc-1100.doc): [courts.alaska.gov/shc/family/docs/shc-1100.doc](https://courts.alaska.gov/shc/family/docs/shc-1100.doc) as a [PDF](https://courts.alaska.gov/shc/family/docs/shc-1100n.pdf):  [courts.alaska.gov/shc/family/docs/shc-1100n.pdf](https://courts.alaska.gov/shc/family/docs/shc-1100n.pdf)  **Child Support Guidelines Affidavit, DR-305**, [[Fill-in PDF](https://public.courts.alaska.gov/web/forms/docs/dr-305.pdf)] public.courts.alaska.gov/web/forms/docs/dr-305.pdf  {%p if number\_of\_children == "one" %}  **Shared Custody Support Calculation, DR-306** [[Fill-in PDF](https://public.courts.alaska.gov/web/forms/docs/dr-306.pdf)] public.courts.alaska.gov/web/forms/docs/dr-306.pdf  {%p endif %}  [**Order on Child Support**](https://public.courts.alaska.gov/web/forms/docs/dr-300.pdf)**,** [**DR 300**](https://public.courts.alaska.gov/web/forms/docs/dr-300.pdf) [[Fill-in PDF](https://public.courts.alaska.gov/web/forms/docs/dr-300.pdf)]public.courts.alaska.gov/web/forms/docs/dr-300.pdf  [motions](courts.alaska.gov/shc/family/motions.htm#order) courts.alaska.gov/shc/family/motions.htm#order |
| {%tr endif %} |  |
| {%tr if general\_information\_about\_forms or interim\_motion == 'ask' %} | general\_info\_step |
| Step 7: Fill out the Child Support Guidelines Affidavit | To calculate child support, the court needs to know both parents’ income.  The **Child Support Guidelines Affidavit**, [DR-305](https://public.courts.alaska.gov/web/forms/docs/dr-305.pdf), and the documents filed with it, give the court each parent’s income information.  Use [How to Fill out the Child Support Guidelines Affidavit](file:///\\polaris\groups\Family%20Law\Legal%20Navigator\A%20Interviews\Asking%20for%20Child%20Support\courts.alaska.gov\shc\family\docs\shc-dr305f-sample.pdf) to help you fill out this form. Links in this step **Child Support Guidelines Affidavit, DR-305**, [[Fill-in PDF](https://public.courts.alaska.gov/web/forms/docs/dr-305.pdf)] public.courts.alaska.gov/web/forms/docs/dr-305.pdf  [How to Fill out the Child Support Guidelines Affidavit](courts.alaska.gov/shc/family/docs/shc-dr305f-sample.pdf) courts.alaska.gov/shc/family/docs/shc-dr305f-sample.pdf |
| {%tr endif %} |  |
| {%tr if number\_of\_children == "one" %} | one\_child1\_step  shared\_custody\_step |
| Step 8: Figure out your child support schedule | The child support formula is based on the number of overnights your child spends with each parent. There are 2 child support schedules when parents have 1 child. Primary child support schedule If your child spends fewer than 110 overnights with you, the other parent has “primary custody” for child support calculations.  If your child spends fewer than 110 overnights with the other parent, you have “primary custody” for child support calculations. Shared child support schedule If your child spends more than 110 overnights with both parents, you both have “shared custody” for child support calculations. |
| Step 9: Fill out the Shared Custody Support Calculation | Sometimes you do not know if your schedule will be “shared” or “primary” until after the judge decides the parenting plan schedule.  If you do not know what the final schedule will be, or if you know it will be shared custody, fill out [**Shared Custody Support Calculation, DR-306**](https://public.courts.alaska.gov/web/forms/docs/dr-306.pdf) [[Fill-In PDF](https://public.courts.alaska.gov/web/forms/docs/dr-306.pdf)] [public.courts.alaska.gov/web/forms/docs/dr-306.pdf](https://public.courts.alaska.gov/web/forms/docs/dr-306.pdf) |
| {%tr endif %} |  |
| {%tr if number\_of\_children == "more than one" %} | more\_children\_step  more\_children\_forms\_step |
| Step 10: Figure out your child support schedule | The child support formula is based on the number of overnights each child spends with each parent. There are 4 child support schedules when parents have more than 1 child:  Primary Child Support Schedule  The children all have the same parenting time schedule. They spend fewer than 110 overnights **with you.** The other parent has “primary custody” for child support calculations.  The children all have the same parenting time schedule. They spend fewer than 110 overnights **with the other parent.** You have “primary custody” for child support calculations.  Shared Child Support Schedule  The children all have the same parenting time schedule. They spend more than 110 overnights **with both parents.** You both have “shared custody” for child support calculations. Hybrid Child Support Schedule The children do **not** have the same parenting time schedule.  One or both parents have “primary custody” of at least 1 child, but both of you also have “shared custody” of at least 1 child. You and the other parent have “hybrid” custody. For example, 1 child stays almost all the time with you, and the other child spends 1 week with you and the next week with the other parent. Divided Child Support Schedule The children do **not** have the same parenting time schedule.  One of you has “primary custody” of at least 1 child, and the other has “primary custody” of at least 1 other child. Neither of you has “shared custody” of any child. You and the other parent have “divided custody.” For example, 1 child spends almost all their overnights with you, and the other child spends almost all their overnights with the other parent. |
| Step 11: Fill out the form that matches your situation | Sometimes you do not know your children’s schedule until after the judge decides the parenting plan schedule.  If you do not know what the final schedule will be, or if you know it will be shared custody, fill out the [**Shared Custody Support Calculation, DR-306**](https://public.courts.alaska.gov/web/forms/docs/dr-306.pdf) [[Fill-In PDF](https://public.courts.alaska.gov/web/forms/docs/dr-306.pdf)]  If you know the schedule will be hybrid custody, fill out [**Hybrid Custody Child Support Calculation, DR-308**](https://public.courts.alaska.gov/web/forms/docs/dr-308.pdf) [[Fill-in PDF](https://public.courts.alaska.gov/web/forms/docs/dr-308.pdf)]  If you know the schedule will be divided custody, fill out [**Divided Custody Child Support Calculation**](https://public.courts.alaska.gov/web/forms/docs/dr-307.pdf)**, DR-307** [[Fill-in PDF](https://public.courts.alaska.gov/web/forms/docs/dr-307.pdf)]. Links in this step [**Shared Custody Support Calculation, DR-306**](https://public.courts.alaska.gov/web/forms/docs/dr-306.pdf) [[Fill-In PDF](https://public.courts.alaska.gov/web/forms/docs/dr-306.pdf)] [public.courts.alaska.gov/web/forms/docs/dr-306.pdf](https://public.courts.alaska.gov/web/forms/docs/dr-306.pdf)  [**Hybrid Custody Child Support Calculation, DR-308**](https://public.courts.alaska.gov/web/forms/docs/dr-308.pdf)[[Fill-in PDF](https://public.courts.alaska.gov/web/forms/docs/dr-308.pdf)] [public.courts.alaska.gov/web/forms/docs/dr-308.pdf](https://public.courts.alaska.gov/web/forms/docs/dr-308.pdf)  [**Divided Custody Child Support Calculation**](https://public.courts.alaska.gov/web/forms/docs/dr-307.pdf)**, DR-307** [[Fill-in PDF](https://public.courts.alaska.gov/web/forms/docs/dr-307.pdf)] [public.courts.alaska.gov/web/forms/docs/dr-307.pdf](https://public.courts.alaska.gov/web/forms/docs/dr-307.pdf) |
| {%tr endif %} |  |
| {%tr if interim\_motion == 'ask' %} | [cert\_of\_service\_step](https://github.com/A2JatAKCourts/docassemble-AKA2JBranding/blob/db7e087ab1a5965740ca6f35018e4bf22dd5f248/docassemble/AKA2JBranding/data/questions/aka2j_templates.yml#L315), [file\_motion\_step](https://github.com/A2JatAKCourts/docassemble-AKA2JBranding/blob/db7e087ab1a5965740ca6f35018e4bf22dd5f248/docassemble/AKA2JBranding/data/questions/aka2j_templates.yml#L356), and [serve\_motion\_step](https://github.com/A2JatAKCourts/docassemble-AKA2JBranding/blob/db7e087ab1a5965740ca6f35018e4bf22dd5f248/docassemble/AKA2JBranding/data/questions/aka2j_templates.yml#L383) in aka2j\_templates.yml  [expect\_after\_motion\_step](https://github.com/A2JatAKCourts/docassemble-AKA2JBranding/blob/db7e087ab1a5965740ca6f35018e4bf22dd5f248/docassemble/AKA2JBranding/data/questions/aka2j_mod_cust_div_templates.yml#L616) in aka2j\_mod\_cust\_div\_templates.yml |
| Step 12: Fill out the Certificate of Service | You must give {{ other\_party\_in\_case }} 1 copy of everything you file with the court. This is called “service.”   1. Decide on the way you will serve {{ other\_party\_in\_case }}, or their lawyer if they have one.  * You can send the copy you made for them by regular, 1st class mail. * You can deliver it yourself, or through a messenger service. * If they file anything in court that says they agree to service by email, you can email the copy you made for them. * If you use the court’s[TrueFiling eFiling system](https://courts.alaska.gov/efile), TrueFiling serves {{ other\_party\_in\_case }} for you.  1. Decide the date you will serve {{ other\_party\_in\_case }}. Serve them the same day you file your documents with the court. 2. Fill out the **Certificate of Service** at the end of your court forms. The "certificate" tells the court how you are giving a copy of all the documents you file with the court to {{ other\_party\_in\_case }}. If you use TrueFiling, it serves the other parent for you and you do not need to fill out the **Certificate of Service**.  Important Be sure you can serve {{ other\_party\_in\_case }} on the date and in the way you put in the **Certificate of Service**.   1. If you do not fill out the **Certificate of Service**:  * {% if user\_need in('answer custody', 'answer divorce', 'respond to motion in custody', 'respond to motion in divorce')%}The court will send you a **Deficiency Notice**, and * The judge may not get your paperwork.{% else %} * The court may not accept your motion or may send you a **Deficiency Notice**, and * The judge may not see your motion or make a decision.{% endif %}   {% for image\_data in images\_list %} {{ image\_data['text'] }} {{ image\_data['image'].show(width='5in%') }} {% endfor %} Link in this step [TrueFiling eFiling system](https://courts.alaska.gov/efile) courts.alaska.gov/efile e |
| Step 13: {% if defined('file\_step\_heading') %} {{ file\_step\_heading }}{% else %}File your motion forms{% endif %} | * + - 1. Make 2 copies of everything you are going to give the court.       2. Give the original version of your documents to the court. This is called “filing” your documents. You can: * Deliver the documents to the court yourself. * Mail the document by first-class mail. * Use the Court’s TrueFiling eFiling system to send the documents to the court electronically, if your local court uses TrueFiling. [See if your court uses TrueFiling](https://courts.alaska.gov/efile). * Email the documents, if your local court accepts email filings. [See if your court accepts documents by email](https://courts.alaska.gov/courtdir/efiling.htm).   + - 1. Keep 1 copy for your own records.       2. Give the 2nd copy to the other parent on the date and way you wrote on your **Certificate of Service**. Read Step 14: Serve {{ other\_party\_in\_case }}.  Links in this step [See if your court uses TrueFiling](https://courts.alaska.gov/efile/index.htm#current-courts) courts.alaska.gov/efile/index.htm#current-courts  [See if your court accepts documents by emai](https://courts.alaska.gov/courtdir/efiling.htm)lcourts.alaska.gov/courtdir/efiling.htm |
| Step 14: Serve the other parent | 1. Give a copy of all your documents to {{ other\_party\_in\_case }} the way you wrote on the **Certificate of Service**. 2. Serve them on the date you said you would. 3. If you did not serve {{ other\_party\_in\_case }} on the date or the way you wrote on your **Certificate of Service**, fill out a new **Certificate of Service,** [**SCH-1620**](https://courts.alaska.gov/shc/family/docs/shc-1620.doc)[Word](https://courts.alaska.gov/shc/family/docs/shc-1620.doc) | [PDF](https://courts.alaska.gov/shc/family/docs/shc-1620n.pdf)and file it with the court.  Link in this step **Certificate of Service, SCH-1620** as a [Word](https://courts.alaska.gov/shc/family/docs/shc-1620.doc) file courts.alaska.gov/shc/family/docs/shc-1620.doc as a [PDF](https://courts.alaska.gov/shc/family/docs/shc-1620n.pdf) courts.alaska.gov/shc/family/docs/shc-1620n.pdf |
| Step 15: What to expect after you file a {{ motion\_type }} | {{capitalize( other\_party\_in\_case) }} may file a response or "opposition" If you serve {{ other\_party\_in\_case }}:   * + by hand delivery, email, or TrueFiling, they have 10 days to file a written response.   + by mail, they have 13 days to file a written response.   Counting:   * + Day 1 is the day after you delivered, emailed, or mailed it.   + Count weekends and holidays.   + If the due date is a weekend or holiday, the {{ other\_party\_in\_case }}‘s response is due the next day the court is open. For example, if it is due on a Saturday, and the court is open Monday, their response is due Monday.   {% if existing\_case == "none" or (existing\_case == "unknown" and after\_courtview == "none") %}If you file your **Motion for Interim Child Support** with your complaint, the other parent does not have to respond until they respond to the complaint. This is usually 20 days after they get the complaint.  {% endif %}The documents {{ other\_party\_in\_case }} files after you serve them is their "response" or "opposition.” You can reply to their response If {{ other\_party\_in\_case }} files a response you can file a reply.  If they serve you:   * + by hand delivery, email, or TrueFiling, you have 5 days to file.   + by mail, you have 8 days.   Counting:   * + Day 1 is the day after they delivered, emailed, or mailed it to you.   + Do not count weekends and holidays.   + If the due date is a weekend or holiday, your reply is due the next day the court is open. For example, if it is due on a Saturday, and the court is open Monday, your reply is due Monday.   Draft your reply:   * + Watch 2 videos:   + [Motions Part 3: Preparing a Reply](https://youtube.com/watch?v=egoBeRFB_Uw), and   + [Motions Part 4: Mailings and Deadlines](https://youtu.be/YQvG7GEGeoo)   + Read: [How do I reply to an opposition?](https://courts.alaska.gov/shc/family/motions.htm#reply) on the court's website   + Use: **Reply to Opposition to Motion, SHC-1305** [Word](https://courts.alaska.gov/shc/family/docs/shc-1305.doc) **|** [PDF](https://courts.alaska.gov/shc/family/docs/shc-1305n.pdf).   Remember to fill out the **Certificate of Service** and tell the court how and when you deliver your reply to {{ other\_party\_in\_case }}  {% for image\_data in reply\_certificate\_list %} {{ image\_data['text'] }} {{ image\_data['image'].show(width='5in%') }} {% endfor %} The judge will issue an order  * + The judge may set a date for a hearing, but they may decide your motion without a hearing.   + The judge may grant your **{{ motion\_type }}.** If they do, you will get a copy of the new order.   + The judge may deny your **{{ motion\_type }}.** If they do, you will get an order denying the motion.{% if user\_need in('change foreign order', 'change foreign custody order') or (user\_need in('change AK order', 'change custody order', 'change divorce order') and middle\_of\_case == 'no') %}   + Keep following your court order unless the judge grants your motion and issues a new order.   Either one of you can decide to appeal the decision about the **{{ motion\_type }}** if you believe the judge made a legal mistake. Learn more about [filing an appeal](https://courts.alaska.gov/shc/appeals/appeals.htm).{% endif %} Links in this step [Motions Part 3: Preparing a Reply](https://www.youtube.com/watch?v=egoBeRFB_Uw) youtube.com/watch?v=egoBeRFB\_Uw  [Motions Part 4: Mailings and Deadlines](https://youtu.be/YQvG7GEGeoo) youtu.be/YQvG7GEGeoo  [How do I reply to an opposition?](https://courts.alaska.gov/shc/family/motions.htm#reply) courts.alaska.gov/shc/family/motions.htm#reply  **Reply to Opposition to Motion, SHC-1305** as a [Word](https://courts.alaska.gov/shc/family/docs/shc-1305.doc)file courts.alaska.gov/shc/family/docs/shc-1305.doc as a[PDF](https://courts.alaska.gov/shc/family/docs/shc-1305n.pdf) courts.alaska.gov/shc/family/docs/shc-1305n.pdf  {% if user\_need =='change foreign custody order' or (user\_need in('change custody order', 'change divorce order') and middle\_of\_case == 'no') %}[filing an appeal](https://courts.alaska.gov/shc/appeals/appeals.htm) courts.alaska.gov/shc/appeals/appeals.htm{% endif %} |
| {%tr endif %} |  |
| {%tr if (existing\_case == 'open' and user\_role\_in\_case == 'closed') or (existing\_case == 'unknown' and after\_courtview == 'open' and user\_role\_in\_case == 'closed') %} | decide\_if\_modify\_step |
| Step 16 : Decide if you want to change your order | This Court Guide Action Plan has information about asking for child support. If your case is closed, try one of these interviews to get a Personal Action Plan to change or enforce your child support order:  [Changing Your Child Support Order](https://docassemble.akcourts.gov/start/ChangingEnforcingChildSupport) docassemble.akcourts.gov/start/ChangingEnforcingChildSupport  [Enforcing Your Custody Order](https://docassemble.akcourts.gov/start/EnforcingChildCustody) docassemble.akcourts.gov/start/EnforcingChildCustody |
| {%tr endif %} |  |
| {%tr if (existing\_case == 'unknown' and after\_courtview == 'unknown') %} | find\_out\_if\_court\_step |
| Step 17: Find out if you have a court case | If you do not know if you have an open divorce, dissolution, or custody case, look for your name in [Courtview](https://records.courts.alaska.gov/eaccess/home.page.2), the Alaska Court System’s list of public court cases.  If you find a case with your name you can see the kind of case it is.  If you need more help call the call the [Family Law Self-Help Center](https://courts.alaska.gov/shc/family/selfhelp.htm): (907) 264-0851 or (866) 279-0851 from an Alaska-based phone outside of Anchorage. Links in this step [Courtview](https://records.courts.alaska.gov/eaccess/home.page.2) [records.courts.alaska.gov/eaccess/home.page.2](https://records.courts.alaska.gov/eaccess/home.page.2)  [Family Law Self-Help Center](https://courts.alaska.gov/shc/family/selfhelp.htm) [courts.alaska.gov/shc/family/selfhelp.htm](https://courts.alaska.gov/shc/family/selfhelp.htm) |
| {%tr endif %} | get\_help\_step in [aka2j\_templates.yml](https://github.com/A2JatAKCourts/docassemble-AKA2JBranding/blob/db7e087ab1a5965740ca6f35018e4bf22dd5f248/docassemble/AKA2JBranding/data/questions/aka2j_templates.yml#L671) |
| Step 18: Get more information or help | For help with forms or understanding the process:  Call the Family Law Self-Help Center (907) 264-0851 or (866) 279-0851  See the court’s [family law self-help](https://courts.alaska.gov/shc/family) webpages.  Many lawyers offer free or flat fee consultations without having to hire them for the whole case. [Find a Lawyer](https://courts.alaska.gov/shc/shclawyer.htm).  Depending on your income, you may qualify for [Alaska Free Legal Answers](https://alaska.freelegalanswers.org/).  Depending on your income and circumstances, you may qualify for a free lawyer from [Alaska Legal Services](https://alsc-law.org/apply-for-services/). Links in this step [family law self-help](https://courts.alaska.gov/shc/family) courts.alaska.gov/shc/family  [Find a Lawyer](https://courts.alaska.gov/shc/shclawyer.htm) courts.alaska.gov/shc/shclawyer.htm  [Alaska Free Legal Answers](https://alaska.freelegalanswers.org/) alaska.freelegalanswers.org  [Alaska Legal Services](https://alsc-law.org/apply-for-services/) alsc-law.org/apply-for-services |